

PRODUCT RECEIVAL & MONITORING RECORD



Check food on receipt and monitor the condition of received goods

Date	Time	Supplier	Product (name and lot)	Condition/Temp	Notes	Checked by

- Check:**
- ✓ Product name and lot identified
 - ✓ Goods received under agreed conditions. Frozen food must feel hard frozen with no evidence of thawing. (e.g. clean, packaging intact, correctly labelled, correct temperature, date markings within 'Use By' or 'Best Before' date)
 - ✓ Cold foods should be kept at 5°C or below
 - ✓ Hot foods should be kept at 60°C or above
 - ✓ Supplier's details included in shipment
 - ✓ Determine if the received goods should be accepted (then stored correctly), returned, or disposed